DCA HMIS Data Quality Report for ESG
Quick Reference Guide for PATHWAYS COMPASS Corrections

MISSING AND DON'T KNOW/REFUSED RESPONSES SECTION

General Information Page
The following fields should be corrected on the client's General Information page.

- First Name
- Last Name
- Social Security Number
- Date of Birth
- Race
- Ethnicity
- Gender
- Veteran Status

Programs Page
The following fields should be corrected on the client's Programs page.
(Identify the Correct Program, Click the "Edit" Icon, Make corrections and Click "Save")

- Disabling Condition
- Residence Prior to Prog. Entry
- Zip Code of Last Permanent Address
- Housing Status (at entry)
- Destination

The following Income fields should be corrected using the Finance Wizard "HERE" hyperlink
(Complete the Entire Finance Wizard by making corrections and Clicking "Next" to save the information)

- Income (at entry)
- Income (at exit)
- Non-Cash Benefits (at entry)
- Non-Cash Benefits (at exit)

** Verified Dates for Income & Non-Cash Benefits need to match the Program Enrollment & Program Discharge Dates**

The following Special Needs fields should be corrected using the Special Needs "HERE" hyperlink
(There should be a response for EVERY field, including secondary questions. Click "Save" at the bottom of the page)

- Physical Disability (at entry)
- Physical Disability (at exit)
- Developmental Disability (at entry)
- Developmental Disability (at exit)
- Chronic Health Condition (at entry)
- Chronic Health Condition (at exit)
- HIV/AIDS (at entry)
- HIV/AIDS (at exit)
- Mental Health (at entry)
- Mental Health (at exit)
- Substance Abuse (at entry)
- Substance Abuse (at exit)
- Domestic Violence (at entry)
- Domestic Violence (at exit)

MISCELLANEOUS

Average Bed Utilization
A very high or low bed utilization could be an indication that bed inventory is not accurate. High utilization could also be caused by a failure to discharge clients from HMIS, and low utilization could be caused by a failure to enroll clients in HMIS. The ideal bed utilization is between 65% and 105%.

If the report was run for a housing program (Emergency Shelter or Transitional Housing), please ensure that the TOTAL BEDS field reflects the number of beds within that particular program. If the amount of beds is incorrect, your PATHWAYS COMPASS Agency Administrator will need to correct your Bed & Unit Inventory for the program.

- *From the My Agency Menu: Click Programs*
- *Identify the correct program: Click the Edit Icon*
- *Ensure that the data on the Agency Program Maintenance page is correct: Click Save*
- *Bed And Unit Inventory Questionnaire: Add a record by clicking "New" OR Edit a current record by clicking the Edit Icon*

Excessive Length of Stay
*** An excessive length of stay can be a sign that the client left the program without being discharged from HMIS. Please double-check the enrollment status of clients who are flagged under this category.*

Please use the additional pages of the report to identify which client keys need updated information. Generally, we expect the levels of Missing or Don't Know/Refused responses to remain below 5%.

DATA CLEANING REPORTS

After you have corrected all the data included on the ESG Data Quality Report, you are encouraged to run the "HUD APR Part I" to ensure that all data has been corrected and reflected on the report. Also, this report should be run monthly, as well as prior to submitting a reimbursement request. It will assist you in identifying any areas of concern (i.e. Missing or Don't Know/Refused data elements). In conjunction with the HUD APR, you should run the "Program Enrollment and Discharge" Export to identify the client records that are causing the problems. Both reports should be run for the same time periods.

HUD APR
- From the Reports Menu: Click Statistical
- Categories: HUD APR Format
- Report: HUD APR Part I (Do Not Filter)
- Filter: No
- Enter you begin and end dates and select your program
- Click Run

Program Enrollment & Discharge Export
- From Reports Menu: Click Data Export
- Categories: Program Information
- Report: PED - Program Enrollment & Discharge
- Enter the begin and end dates
- Click Run

***With this report, it includes all client records that were enrolled and/or discharged from **any** program within your agency during the time period you entered. If you have more than one program, you may want to Sort or Filter the report by the program name.*

For any questions related to ESG HMIS grant requirements, you can refer to the Exhibit E in your contract. You can also find the DCA ESG HMIS policy and data requirements on the DCA ESG Grantees Only webpage (link below). If these resources do not address your questions, please email Christy Hahn (Emergency Solutions Grant Coordinator) at christy.hahn@dca.ga.gov. For assistance with the regarding your ESG-funded programs on the PATHWAYS COMPASS system, please contact April Lockett (Emergency Solutions Grant TA Specialist) at april.lockett@pcni.org.

http://www.dca.state.ga.us/housing/specialneeds/programs/ESGGranteesOnly.asp